

eRPT: Electronic Reappointment, Promotion, and Tenure

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Overview

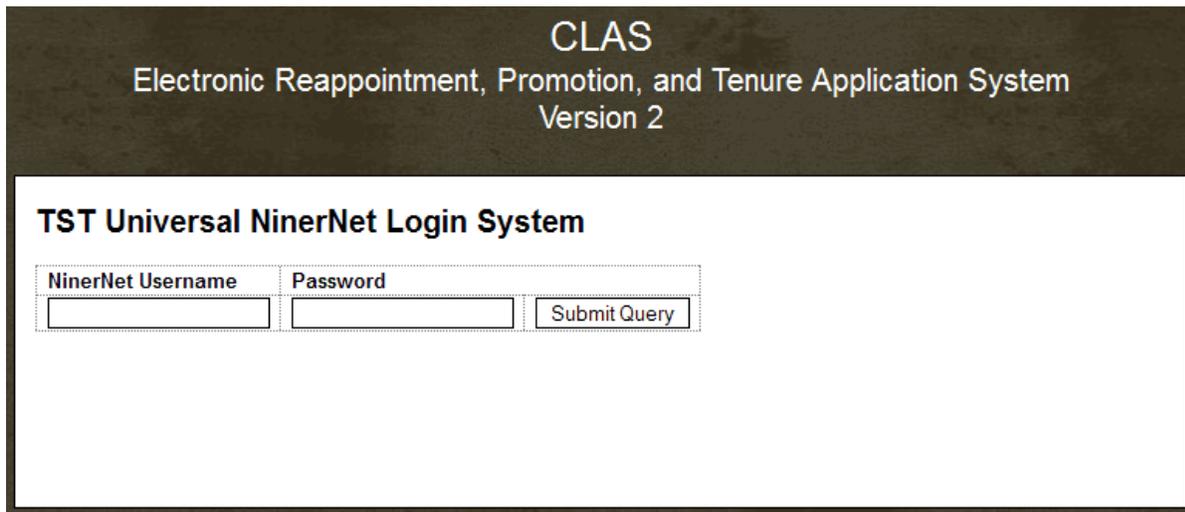
The CLAS Electronic Reappointment Promotion and Tenure (eRPT) is a platform designed to manage documents related to the RPT process, with functionality that allows both applicants and reviewers to securely upload and view RPT documents. The platform automatically saves portfolios after each change and

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Dept. Chair	Applicant	DRC	Dept. Chair	CRC
Creates a portfolio for an applicant	Adds documents to their portfolio	Reviews applicants' portfolio	Performs final review of applicants' portfolio	Submits applicants' portfolio from all departments to the Dean

1. **Department chair** creates a portfolio for each applicant, which will be accessible to applicants for Stage 2.
2. **Applicants** add the appropriate documents to their portfolio. Once they have finished, they indicate this on the site by clicking on the “*Please click here when you are finished uploading and/or reviewing documents.*” link which will send their portfolio to Stage 3, for review by the Department Review Committee (DRC).
3. **Department Review Committee members** will see a list of all the completed applicants' portfolios and will be able to view all the documents in each applicant's portfolio. When they have completed their review of the documents in each portfolio, they indicate this on the site by clicking on the “*Please click here when you are finished uploading and/or reviewing documents.*” link which will send each portfolio to Stage 4, for review by the department chair.

4. The **department chair** can then review the documents in each portfolio and also, if necessary, add additional documents to each portfolio. Once they have finished, they can indicate this on the site by clicking on the “*Please click here when you are finished uploading and/or reviewing documents.*” link which will sent each portfolio to Stage 5 for review by the College Review Committee (CRC).
5. The **College Review Committee members** receive each portfolio once all other reviewers, including the department chair, have indicated that they are finished reviewing all the portfolio documents.

Login



The screenshot shows a login interface for the CLAS system. At the top, it reads "CLAS Electronic Reappointment, Promotion, and Tenure Application System Version 2". Below this is a section titled "TST Universal NinerNet Login System". This section contains two input fields: "NinerNet Username" and "Password". To the right of the "Password" field is a "Submit Query" button.

In order to access the eRPT site, all users must log in using their NinerNET username and password. (This is the same account that you would use to check your email), see: <http://clas-erpt.uncc.edu>

It may take a few moments for the server to check your password. If your login is successful, you will be taken to the Your Groups screen.

Your Groups

CLAS
Electronic Reappointment, Promotion, and Tenure Application System
Version 2

Main Menu: | [Users Guide](#) | [Logout](#)

Your Groups

Group	Description	Options
DRC - Religious Studies	DRC for Religious Studies	Nothing to review here right now.
Home - Marciniak, Alexander	Home Group for Mr. Alexander Marciniak	Review Portfolios

Mr. Alexander Marciniak - 06/01/2011 01:43PM

The Your Groups page displays a list of all the groups you are a member of. Most applicants will only have a home group. Review committee members will also belong to a Department Review Committee group (DRC) and/or the College Review Committee group (CRC).

Click **Review Portfolios** to view a given applicant's portfolio.

Group Portfolios

CLAS
Electronic Reappointment, Promotion, and Tenure Application System
Version 2

Main Menu: | [Users Guide](#) | [Your Groups](#) | [Logout](#)

Home - Marciniak, Alexander

Portfolio	Options	Unfinished Reviewers
Marciniak, Alexander - Promotion - Associate	Review Documents Finish Reviewing	Marciniak, Alexander Pike, Dale

Mr. Alexander Marciniak - 06/01/2011 01:51PM

The Group Portfolio page displays a list of portfolios that are currently in your group. Most applicants will only have one but reviewers may be able to see many at a time.

- Click the **Review Documents** link to view a list of documents. Applicants and reviewers can read all documents that are listed in a portfolio. Applicants and some reviewers can also add additional documents.
- Click the **Finish Reviewing** link to indicate that you are ready to send the portfolio to the next stage.
- Once all reviewers have clicked the **Finish Reviewing** link the portfolio will automatically move to the next stage where the next group will have access to it and *the current group will no longer be able to access it.*

In the example above Dale Pike was added to the home group of Alexander Marciniak so Dale could help Alexander create his portfolio. If you are going to have someone else from your department (other than the chair) assist you please contact us so we can add them to your home group.

Applicant Portfolio

Main Menu: | [Users Guide](#) | [Your Groups](#) | [Home - Marciniak, Alexander](#) | [Logout](#)

Marciniak, Alexander - Promotion - Associate

The next stop for this portfolio is DRC - Religious Studies

	Filename	File Info	History
	dublin1.jpg	AA-20 (test file 1)	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/07/2011 01:38 PM
	history_facebook.jpg	AA-27 (test file 2)	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/07/2011 01:47 PM
	iterative_development_model_V2.jpg	Annual Reviews (test file 3)	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/07/2011 01:47 PM
	Emma_Bianchi.jpg	DRC Letter	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/22/2011 04:43 PM
	editor.css	Chair Letter	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/22/2011 04:43 PM
	aboutme.htm	Narrative Statement	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 03/22/2011 04:43 PM
	become_your_future.jpg	Course Syllabi (Dispach upload test)	Uploaded by Alexander Marciniak on 03/25/2011 04:02 PM
	app_tracker_export.pdf	AA-20 (app Tracker)	Uploaded by Alexander Marciniak at Home - Marciniak, Alexander on 04/20/2011 03:04 PM

Upload Document

Select File <input type="text"/>	File Type AA-20	Description (if needed) <input type="text"/>	<input type="button" value="Upload"/>
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Done Reviewing Documents

The contents of the portfolio are automatically saved whenever a change is made. When you have finished uploading and ordering documents, please use the link below to indicate that you are ready to send it to its next destination:

[Please click here when you are finished uploading and/or reviewing documents.](#)

The applicant portfolio page is where applicants and reviewers add documents as part of the review process. This page includes the following:

- The title of the portfolio.
- The name of the next group the portfolio will be sent to. In most cases it will be a DRC.

- A table of the documents in the portfolio. This table has tools that allow you to:
 - **Reorder documents** by means of the two leftmost icons. Dragging a “paper” icon over the “green arrows” icon in the row where you want to move the document will move it to that location.
 - **View documents** by clicking on the “paper with magnifier” icon.
 - **Delete documents** by clicking on the “red circle” icon.

Upload Documents

Below the list of documents is a simple form for uploading documents.

Upload Document

Select File	File Type	Description (if needed)
<input type="text"/> <input type="button" value="Browse_"/>	AA-20 <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Upload"/>

To upload a document, do the following:

1. Click on the “Browse” button
2. Locate your document and select it
3. Click on the File Type drop-down menu to choose the file type that best describes the document you are uploading.
4. Click on the “Upload” button.

Newly uploaded documents are automatically placed at the end of the list.

Done Reviewing Documents

When you are done uploading and/or reviewing documents, click on the *Please click here when you are finished uploading and/or reviewing documents.*” link at the bottom of the page.

Done Reviewing Documents

The contents of the portfolio are automatically saved whenever a change is made. When you have finished uploading and ordering documents, please use the link below to indicate that you are ready to send it to its next destination:

[Please click here when you are finished uploading and/or reviewing documents.](#)

This will send the portfolio to the next stage where it will be accessible to the next group (and will no longer be accessible to you)

Note: This link has the same effect as the “Finished Reviewing” link on the “Group Portfolios” page. Also note that not all users have access to every option, some reviewers may only be able to view documents and will not be able to upload documents.